

**Oneida County Buildings & Grounds Committee Meeting
February 20, 2017
Minutes**

Committee Members present: Billy Fried, Bob Metropulos, Lance Krolczyk, and Greg Oettinger. Scott Holewinski excused.

Department Staff: LuAnn Brunette (Facilities Director) and Troy Huber (Assistant Facilities Director).

Others Present: Dan Gleason (LRES).

Call to order

Committee Chair Fried called the meeting to order at 9:30 AM.

Approve agenda

Motion by Krolczyk/Metropulos to approve the agenda. All 'aye'; motion passed.

Minutes of the January 23, 2017 committee meeting

Motion by Metropulos/Oettinger to approve the minutes of the January 23, 2017 committee meeting as presented. All 'aye'; motion passed.

Bills, vouchers, blanket purchase orders, line item transfers

Brunette reported all the bills were within budget. Motion by Fried/Krolczyk to approve the bills as presented. All 'aye'; motion passed.

a. 2017 Year end line-item transfers

Brunette reported she presented the line item transfers to the finance director for review and there were a few things she wanted to discuss with Brunette. Brunette requested the committee's approval contingent upon the approval of the finance director so that the 2016 books could be closed out adding she would notify the committee of any changes. Brunette informed the committee the first transfers were between continuing appropriations accounts and expense accounts, the second section was between expense accounts where there may have been a balance to cover overdrawn accounts. Brunette stated the department was in the black and will return money to the general fund. Motion by Fried/Krolczyk to approve the 2017 year end line-item transfers contingent upon the approval of the finance director. All 'aye'; motion passed.

Bid process for condensing boiler and installation and demand controlled kitchen exhaust and installation, part of Law Enforcement Center retro-commissioning project

Brunette reviewed the process to date noting only one bid was received each time so they went back to Grumman/Butkus who agreed to do the state submittals for the drawings. Brunette stated one of the vendors informed Huber installation of the condensing boiler was an issue because of its size so he talked to Grumman/Butkus about including an alternate in the bid allowing for the installation of 2 smaller condensing boilers. Brunette added energy savings would be about the same using 2 smaller boilers and should not add to the overall cost of the project. Huber stated the original boiler was crane-lifted into place and there is now an electrical panel in the installation pathway adding he liked the option of having 2 boilers in the event of a failure. Brunette added 2 boilers can modulate may have a longer life noting Grumman/Butkus was not reluctant to making the change. Huber stated the bid

documents would need to be reviewed by Corporate Counsel before rebidding adding he did not want to rush the process.

Updates/action on Buildings & Grounds projects/activities

a. UW Workspace

I. Action of Administration Committee

Brunette reported the Administration committee agreed the work should be done as one package and to sharing the cost of \$17,000 – \$20,000 approving funding up to \$10,000.

Brunette received an email from Joe Brauer indicating RCAD began work in the baggage area to assemble the tunnel over the conveyor area on February 15th noting he will keep her updated on progress.

b. Contract with Herb Fitzgerald Company – dryer replacement at Oneida County Law Enforcement Center

Brunette reported best deal for a dryer was from a commercial laundry supplier, Herb Fitzgerald Company, who proposed a dryer with installation for a total cost of \$6,500. Corporation Counsel reviewed the contract and wants a number of things added including addendum A. which provides information on the liability insurance that they agree to cover on the county's behalf and deletions of the limitations of the liability and security interest. The company said they do not make changes to their contracts and it would need to be signed as is or the county would need to find another company. Brunette commented the dryer is exactly what is needed and length of time the process is taking is putting more pressure on the remaining dryer because of the high inmate population. Brunette noted the committee could enter into the contract as a business decision. Huber stated the company indicated they sell equipment to many jails but have never needed to jump through so many hoops. Brunette commented the company has been good about sending parts overnight for staff to make repairs adding she would like to maintain that relationship. Motion by Fried/Metropulos to allow Buildings & Grounds to enter into a contract with Herb Fitzgerald noting the concerns of Corporation Counsel but executing the contract with the committee's approval. Fried discussed finding umbrella insurance for the county to bridge the differences in the contracts with the concerns of Corporation Counsel.

Voice vote: 'all ayes'; motion passed

c. Contract with Ahern Fire Protection – Oneida County Courthouse IT server room fire panel replacement

Brunette reported they contract with Ahern Fire Protection for the dry agent fire suppression system for the IT server room and they are currently without suppression which puts at risk the computer equipment. The problem with panel was found after it was tested following a lightning strike. The negotiated cost for the fire panel is \$3,900 and they want a contract to do the work. Corporation Counsel had reviewed the contract and provided list of changes they want made including additional insurance coverage and exclusive language deleted. Ahern agreed to 6 of the changes but did not want to delete one section of the contract dealing with warranties. Brunette stated the committee could agree to enter into the contract as a business decision otherwise they would need to go out to different vendors that provide this type of system that tie into the panel. Discussion of warranty terms followed. Motion by Fried/Krolczyk to enter into the contract with Ahern Fire Protection in regard to the Oneida County courthouse IT server room fire panel replacement as presented noting the concerns of Corporation Counsel but with committee support. All 'ayes'; motion passed. Brunette noted after they have the signed contract it would take about 2 weeks to finish fabrication process.

d. County Clerk's office

Brunette reported \$16,000 from the 2016 budget to remodel the County Clerk's office was set aside until the new Clerk took office 2017. They would like retro looking work stations to fit with the building. The order came in under \$5,000 for 3 workstations. There was significant damage to the plaster wall in the area where the postage machine was located. A painter is coming in to repair the plaster and paint because staff is busy changing filters and to limit liability because the ceiling is quite high.

Public comment

No public present.

Items for next agenda:

Fried requested a list of the projects for this year's budget with the expected time frames.

Future meeting date

Discussion regarding moving future meeting start times to later in the day. Committee members were polled and it was determined the current start time was best for the committee members that were present. Next meeting to remain scheduled for Monday, March 20, 2017 at 9:30 AM.

Closed session: It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Wisconsin Stats. Sec. 19.85(1)(c), "considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility" (topic: Update on facilities director performance evaluation, and goal setting)

Motion by Metropulos/Oettinger to enter into closed session at 10:10 AM. Roll call vote: All 'aye'; motion passed.

Return to open session

Motion by Fried/Krolczyk to return to open session at 10:48 AM. Roll call vote: All 'aye'; motion passed.

Announcement from closed session (if any)

None

Adjournment

Motion by Krolczyk/Fried to adjourn at 10:49 AM. All 'aye'; motion passed.



Billy Fried, Chair



Dan Gleason, Recording Secretary